

TRAIL SMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
EXA	<i>[Signature]</i>	08 JUL 1987
ADDA	<i>[Signature]</i>	08 JUL 1987
DDA	<i>[Signature]</i>	08 JUL 1987
DDA/Registry	<p>① How many women have?</p> <p>② How will we pare down to 500?</p> <p>③ maybe we would "conference" is not right?</p> <p>④ if we are not control more could turn away more than we let in - create other problems - perhaps we could report if space requested</p> <p>⑤</p>	
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 1 FEB 56 241

REPLACES FORM 36-8 WHICH MAY BE USED.

(47)

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. DDA		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ U.S. GPO: 1986-491-247/40012

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.208

OP-87-0701

22 June 1987

MEMORANDUM FOR: Deputy Director for Administration

THRU: Director of Personnel

FROM: Robert E. Fitzgerald
Director of Equal Employment Opportunity

SUBJECT: Proposed CIA Women's Conference,
14 October 1987

1. Action Requested: Request approval for the Federal Women's Program Advisory Council, under the direction of the Federal Women's Program Manager, Office of Equal Employment Opportunity, to conduct a one day CIA Women's Conference on 14 October 1987, in the Headquarters Auditorium. We would like to invite Linda L. Arey, Special Assistant to the President for Public Liaison, to be the "Keynote" speaker.

2. Background: The proposed conference is intended to help Agency professional, technical and clerical women focus more clearly on their career choices. The agenda will reflect the changing role of women in today's society, the obstacles they face in the work place and, for many, the challenge of balancing responsibilities at work with their jobs as homemakers. The conference will also address the issues women face in their working relationships with their male counterparts, and examine barriers that block women's selection for executive positions. This one day conference would be open to all Agency personnel, but would be geared towards the interests of female employees.

3. Logistics: Logistical details and a tentative agenda are explained in the attachment. We are expecting five hundred Agency women to participate in this program. Our cost estimates are not yet completed but the Office of Equal Employment Opportunity has budgeted adequate funds to cover this event.

STAT

Robert E. Fitzgerald


Attachment

100-20

SUBJECT: Proposed CIA Women's Conference - 14 October 1987

CONCUR:

STAT




Director of Personnel

July 6 1987

Date

APPROVED: *

STAT



Deputy Director for Administration

14 JUL 1987

Date

*Note: The title "conference" bothers me. We can't have a conference of all CIA women. No big enough area. So please use a title that is less all-encompassing.

Distribution:

- 2 - DDA
- 1 - D/OP
- 1 - EEO
- 1 - FWPM

Proposed Agenda - 14 October 1987 Women's Conference

- 9:00 - 9:30 Opening Remarks FWPM/EEO
 Kick-off by DDCI
 Introduction of Keynote Speaker
- 9:30 - 10:15 Address by Keynote Speaker
- 10:15 - 10:30 Questions and Answer Session
- 10:30 - 10:45 Break
- 10:45 - 12:00 Panel of SIS Women
- 12:00 - 1:00 Lunch
- 1:00 - 2:30 Small Group Discussions (participants pre-select one)
 1. Child Care
 2. Legislative Issues
 3. "Glass Ceiling"
 4. Secretarial Policy
- 2:30 - 3:30 Dual Couples - Address and Q & A
- 3:30 - 4:00 Wrap-up - (SIS woman)

LOGISTICS:

1. Posters will be placed throughout Agency buildings
2. Registration will be by Employee Bulletin "tear-off"
3. Box lunches will be catered at a nominal cost to participants and will be available under a canopy erected on the lawn north of the Bus stop.
4. The canopy will also be used for coffee breaks and networking